

STANDARDIZED FORMAT FOR SHARING INFORMATION WITH THE SECRETARY'S OFFICE

Five purposes have been identified for sharing information with the Secretary's Office:

- Complex *issues* that require a decision. There may be several options to address the issue, but only one option may be pursued.
- *Briefings* for the Secretary. Can also be used for a variety of external entities.
- DWD *position papers* on state and federal issues and legislation.
- "*Heads up*" notices on situations that may develop into an issue the Secretary's Office will be involved in.
- *Talking points* for the Secretary's use in discussions with the media, legislature, Governor's Office, etc. Talking points may be provided to the Secretary in conjunction with one of the above papers in many instances.

The following pages show the format that should be used for each of these information-sharing tools. The format can be tailored to meet individual division needs, but overall should follow these formats and contain the information asked for in these formats.

The ideas behind these standard formats should also be used for meetings with the Secretary. All meetings scheduled with the Secretary should have a clear objective (i.e., decision needed, issue briefing for future discussions with external parties such as the Governor, DOA, legislators or advocates, etc.)

Issue Paper Format

Date:

Division/Division Contact:

Topic: (example – Act 16 appropriated \$500,000 in each year of the biennium for financial monitoring of W-2 agencies by DWD. This paper proposes a recommendation to the Secretary for carrying out this mandate.)

Problem Description or Issue:

Background: (include a description of current policy, systems, operations or contracts relevant to this topic and why they are no longer operational or why there is pressure for change)

Alternatives: (include implications and impact analysis of each alternative; include pros and cons of continuing existing policy or systems, modifying them or creating new policy or systems to implement the decision)

Comments/Positions by External Partners:

Comments by Technical Reviewers: (i.e., Legal Counsel, DOA, etc.)

Recommendation to Secretary:

BRIEFING PAPER FORMAT

Date:

Division/Division Contact:

Issue:

(Example – The President’s budget proposes to reduce funds available for the Workforce Investment Act. Programs for Adults would be decreased by 5.4%, Youth by 11.3% and Dislocated Workers by 10.7%. If Wisconsin receives the same percent share reduction as proposed nationally, we will lose \$2,971,187 in the basic WIA program. Etc.)

Background: (use bullets – example follows)

- The Workforce Investment Act funds the activities of 11 Workforce Development Boards and the Council on Workforce Investment. The Act is the backbone of the One-Stop Job Center System.

Questions and Answers:

(Example – What is Wisconsin’s position on the proposed reductions?)

POSITION PAPER FORMAT

Date:

Division/Division Contact:

Issue:

Background:

Importance to the Department or Wisconsin:

Reasons for Supporting or Opposing the Proposal:

Key State or Federal Officials:

Comments/Positions by External Groups: (this should include partners, advocacy organizations, other states, etc.)

TALKING POINTS EXAMPLE

Date:

Division/Division Contact:

Issue: Notice of intent to terminate contract between DWD Equal Rights Division and Milwaukee Metropolitan Fair Housing Council

Talking Points:

(Points should include a brief background, supportive arguments for the decision or position, and “answers” to any potential questions that might be asked. Stating the obvious is also recommended, as what is obvious to one person may not be to someone less familiar with the issue.)

Example:

- Currently, the DWD Equal Rights Division has a contract with the Milwaukee Metropolitan Fair Housing Council (MMFHC) for services to be performed by MMFHC in the investigation of housing complaints and in the education of fair housing laws in Wisconsin. The contract was first entered into in (year) and has been renewed x times since then through a RFP process. We are in the first year of a four-year contract.
- \$133,700 GPR is appropriated for the contract each fiscal year of this biennium. In the past, the MMFHC has usually spent the entire allocation.
- Specific services provided by MMFHC for the Equal Rights Division include (a, b, c, etc.)
- On March 28, 2002, Sheehan Donoghue notified the MMFHC via phone and fax that the Department intends to terminate the contract effective July 1, 2002. This decision was made in anticipation of additional GPR reductions being imposed by the Legislature.
- The Department consciously avoided reducing or cutting this contract through past GPR reductions. However, if additional GPR reductions are imposed, we feel we have no choice but to terminate this contract. Because DWD has very few areas to make GPR reductions from, (etc.)

"Heads Up" Notification

This generally would be in the form of an email or memo from the Division Administrator to the appropriate Secretary's Office staff on issues that the media, legislature, unions, advocates, etc. may contact the Secretary about. These notifications should be short, concise, and based on facts. Any potential follow-up required by the Division Administrator or Secretary's Office staff should also be noted.